

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 05-027

TO: Charter School Administrators, Directors and Principals

FROM: Philip Williams, Director of School Finance

DATE: January 14, 2005

SUBJECT: January 15, 2005 Basic Calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The January 2005 charter apportionment is complete. All eligible charter schools were paid based on 40th day, or if applicable, 100th day ADM data that was *received* and *processed* by 5:00 pm on December 30, 2004. The apportionment reports for your charter school are posted on your charter school's home page on the ADE web site at <http://www.ade.az.gov/districts>. If you need help finding or viewing these reports please contact your local Regional Training Center (<http://www.ade.az.gov/rtc>).

In the event that you did not receive a January 2005 payment, this may be due to:

- Missing or late submission of 40th or 100th day ADM data.
- Adjustments made due to changes in 40th or 100th day ADM data (for example, adjustments made due to over-estimated ADMS counts).
- Missing SPED data (see your SPED28-1 report).

In addition, if the banking forms were not submitted to the state treasurer's office, a payment will not be issued. You may access the *Charter School Banking Information Form* from the Arizona State Treasurer's website at <http://www.aztreasury.state.az.us/csinfoform2.pdf>.

If you have any concerns regarding your equalization calculation or payments please contact Lori Damanti at (602) 542-3303 or by email at ldamant@ade.az.gov.

Charter schools are no longer eligible to be paid on Estimated ADM or SPED counts. Therefore, the remaining FY 2004-05 charter payments will be based on actual 40th/100th day SAIS ADM and SPED data submitted by your charter. If all of your charter sites have not reached their 100th day plus 12 ADE business days, your payments will continue to be based on the latest SAIS data. All charter schools, regardless of sponsorship, must submit all student detail data to ADE using an approved electronic format for each charter site. Again, this data must be *received* and *processed* by 5:00 p.m. on the last ADE business day of each month for it to be included in the following month's payment. It is the responsibility of each charter school to verify that the ADMS46-1 report accurately reflects the data submitted.

If you have questions about student counts or other required information please contact Karla Dunn at (602) 542-8240 or by email at kdunn@ade.az.gov.